

## **EDUCATION COORDINATOR**

### **Education & Training:**

Preference for college degrees in education, communications, zoology, biology, animal science, or a related field. Public speaking experience preferred. Animal handling and operant training experience helpful.

### **Position Objectives:**

- Schedule and ensure that requested public education programs are conducted.
- Develop and maintain public education curriculum, presentation materials, and equipment.
- Train, provide husbandry with Animal Care staff and volunteers, and handle educational animals.
- Train, schedule, and manage education staff, volunteers and interns.

### **General Responsibilities:**

The Education Coordinator is responsible for managing the day-to-day functioning of the Education Department. The Education Coordinator is responsible for overseeing and managing all components of education such as program presentation, program development, education staff, education animal training and handling, and education staff and volunteer activity.

### **Primary Accountabilities:**

- Must have current rabies pre-exposure vaccinations or get rabies pre-exposure vaccinations.
- Schedule and present or arrange presentation of public programs by staff or volunteers. Programs may be presented weekdays and weekends, days and evenings.
- Develop educational materials for a variety of school age groups from pre-k through high school and adapt to meet school grade criteria standards. Educational materials are also needed for scouts, college students, special needs, adults and seniors. These items may include print materials, photos, Powerpoint presentations, biofacts, and live animals.
- Continue to expand virtual programming and grow education programming
- Educational presentations may involve transporting and handling live animals (species such as reptiles, amphibians, small mammals, and raptors).
- Discuss, collect, and track fees (monetary and donations in kind) for programs.
- Develop a broad general knowledge of Wisconsin wildlife to answer public questions at programs.
- Experience with common programs such as Word, Excel, PowerPoint is needed, and photo or video editing applications is preferred.
- Train educational animals for programs, train education staff and volunteers in handling educational animals for programs.
- Contributing member of the Raptor Training
- Assist Animal Care staff and veterinarians in the care of the educational animals including feeding, cleaning, grooming, enrichment, quarterly exams, and vet visits.
- Evaluate and implement Next Generation Science Standards in education programming as well as add those standards to the website.
- Ensures that a pleasant and professional image of the organization is presented to the public.
- Continuously contributes to a team environment.

### **Additional Responsibilities:**

- Work with WINCs marketing and development team as they prepare grants and promotional materials, plan fundraising events, and hold fundraising events.
- Work with Education Committee to explore options to grow the programming
- Responsible as part of a team to post to WINC social media sites and website.
- Conduct ad hoc or informal tours of the facility for certain visitors as requested by Director of Operations, Board members or Executive Director
- Participate in the activities of the Education Committee.

- Contribute to Wildlife In Need Centers newsletter *TRACKS*.
- If WINC has part-time education staff, they report to the Education Coordinator (and provide an annual review)
- Occasionally assist in general office coverage of phones and admissions.
- Member of Leslie Kiehl WINC Education Program Fund Committee
- Any other duties as assigned

This is a full-time salaried position with a range of \$28,500 to \$32,000 reporting to the Executive Director.

To apply: Please submit a resume, three professional references and cover letter explaining how your qualifications fit the requirements of this position Kim Banach at [kbanch@helpingwildlife.org](mailto:kbanch@helpingwildlife.org) by July 25.